

**RELINQUISHMENT OF AUTHORITY AND LIMITED DELEGATION OF  
AUTHORITY FOR SUBMITTING SCHOOL DATA THROUGH THE GATEWAY  
WEBSITE AND AUTHORIZING ADDITIONAL WEBSITE USERS**

**I. RELINQUISHMENT OF AUTHORITY AND LIMITED DELEGATION OF AUTHORITY**

Name of Delegating Superintendent: \_\_\_\_\_

Name of Delegate (Treasurer): \_\_\_\_\_

Email Address of Delegate (Treasurer): \_\_\_\_\_

Name of Unit: \_\_\_\_\_

I, the undersigned Delegating Superintendent, pursuant to the authority vested in me for the submission of budget forms through the Gateway website on behalf of the Unit, hereby delegate to the above-designated Delegate the following authority for the limited purposes set forth herein:

1. Delegate may submit budget forms through the Gateway website and authorize additional edit and read-only users on my behalf.
2. Delegate may access the Unit's Gateway website by means of the login and password created and distributed by the Department to the Delegate.
3. Upon signing this Limited Delegation of Authority, the undersigned Delegating Superintendent relinquishes authority to submit budget forms through the Gateway website and to authorize additional edit and read-only users until this Limited Delegation of Authority for Submitting School Data through the Gateway Website and Authorizing Additional Website Users is revoked by the Delegating Superintendent or my successor Superintendent.

I acknowledge that this Delegation does not affect the Unit's duties or responsibilities under the Indiana Code, and that I remain responsible for the accuracy, completeness, timeliness, and submission of all budget forms. I hereby represent that I have the real and apparent authority to sign this Delegation.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signature of Delegating Superintendent)

\_\_\_\_\_  
(Printed name of Delegating Superintendent)

**II. ACKNOWLEDGMENT BY DELEGATE**

I, the Delegate in the above and foregoing, hereby acknowledge and accept the terms of the limited delegation of authority.

\_\_\_\_\_  
(Signature of Treasurer)

\_\_\_\_\_  
(Printed name of Treasurer)

**NOTICE OF LIMITATION OF LIABILITY BY DEPARTMENT**

Upon receipt of a fully executed Limited Delegation of Authority from a local government unit, the Department will provide the unit's delegate with a login and password for access to the unit's Gateway site. The Department is not a party to such a Delegation and has no other responsibility or liability in connection therewith. The Department does not assume any liability or responsibility for the work product or actions of the delegate, or for the accuracy, completeness, currency or usefulness of any material displayed or distributed through the Gateway website database. The Department makes no warranty, express or implied, with respect to the information included in the Gateway website database and has no responsibility or liability therefore.